

## **APPENDIX F**

### **INVOICE VARIANCE FORM**

MAA invoices for each claiming unit are submitted quarterly by the LEC or LGA. When a claiming unit has a 20-percent-or-greater variance (in dollars) between consecutive quarters or between the corresponding quarters in the prior fiscal year, the variance must be explained. Effective with the fiscal year 2004-05 invoices, LGAs and LECs must explain the variances using proper documentation.

LGAs and LECs can choose to use their own form. However, the documentation must contain the following:

- A clear explanation as to why the variance occurred;
- Be on LGA/LEC letterhead; and
- Be signed in blue ink by the LGA/LEC Coordinator.

CDHS will not process the invoices that have more than a 20-percent variance between consecutive quarters without an adequate explanation of the variance. CDHS created two sample Invoice Variance Forms, which are located on the following two pages. These forms are also located on the CDHS web page at [www.dhs.ca.gov/maa](http://www.dhs.ca.gov/maa).